

Fairfield Primary School

Refund Policy

Rationale

Our school program offers many off-site learning experiences and special in-house programs. There are times when a student is unable to attend a particular event in which case the family may be eligible for a refund. Since the school is required to honour the payment for planned events it is necessary to consider the financial implications for the school before refunds are paid.

Aim

To ensure clarity of the school's position on the refunding of monies for excursions, incursions, events, activities, camps and other programs that the school offers students.

Implementation

1. Any refunds that are agreed upon will be reimbursed in the form of a credit to the family account or paid directly into the family's designated bank account
2. All claims of credit must be made within 14 days of the event.
3. A medical certificate may be requested as proof of inability to attend events costing over \$50.00 per student.
4. Partial credit for an event may be applied dependant on the financial loss incurred by the school due to the absence of the student.
5. The school principal has the discretion to review individual cases.

Evaluation

This policy will be reviewed as part of the school's four-year review cycle.

This policy was approved by School Council on	7 December 2014	
---	-----------------	--